



ADMINISTRATION BUILDING - 2000

**DESOTO COUNTY PLANNING COMMISSION OFFICE  
STEPS TO OBTAIN A BUILDING PERMIT FOR A  
COMMERCIAL, RETAIL, INDUSTRIAL OR CHURCH BUILDING  
(NON-RESIDENTIAL BUILDING PERMITS)**

The Ordinances and Regulations of DeSoto County and the State of Mississippi require a number of steps to be performed before building permits may be issued. Please follow the steps below, one step at a time, to secure your building permits. No construction work, clearing of the site or earthmoving activities shall occur on the site until after you have consulted the Planning Commission Office and received direction to complete steps A through E, as listed below.

***A. Planning Commission Office Approvals***

- ☐ 1. *Pre-Application Conference.* Please contact the Planning Commission Office to discuss your project. The Planning Department staff will determine if the use specified is a "Permitted Use", a "Conditional Use", or a "Non-permitted Use" in the zoning district the property is located within. Please provide a site address or other sufficient site location information so that we may determine the zoning of the property. The Planning Commission Office is at 365 Loshier St., Suite 200, Hernando, MS 38632 and can be reached at (662) 429-1303.
- ☐ 2. *Use Approval.* If the use specified is determined by staff to be a "Conditional Use," approval of the proposed use must be granted by the County's Board of Adjustment. Application for Conditional Use is made in the Planning Commission Office. A public hearing is required, which takes approximately 1 to 2 months for the meeting to be held.
- ☐ 3. *Subdivision Approval.* If the use specified is determined by the Planning Department to require subdivision of the property, the applicant must obtain Subdivision Approval from the DeSoto County Planning Commission and the DeSoto County Board of Supervisors, which takes approximately 1 to 2 months for the meetings to be held. Application for Subdivision Approval is made in the Planning Commission Office.

***B. Engineering Department Approvals***

- ☐ 4. *Stormwater/Land Disturbance Permit.* For any land disturbance one (1) acre or larger, the applicant must apply for and obtain approval of both State of Mississippi and DeSoto County Stormwater Permits. A Stormwater Pollution Prevention Plan (SWPP) must be submitted and approved prior to beginning work on the site including any grading, clearing, tree removal or other earthmoving activities. The State permit must be obtained through the Mississippi Department of Environmental Quality (MDEQ). MDEQ can be reached at (601) 961-5171. A DeSoto County Erosion Control/Stormwater Permit must be applied for from the Engineering Department at 2339 Gwynn Rd., Nesbit, MS 38651. Once DeSoto County Engineering staff approves the SWPP and sends the permit to the Planning Commission Office, the fee of \$100 per disturbed acre must be submitted to County Stormwater Coordinator Ray Laughter in the Planning Commission Office. Contact Assistant County Engineer Scott Young at (662) 429-1347 or County Stormwater Coordinator Ray Laughter at (662) 429-1303 to discuss the requirements for your application.

- ☐ 5. *Construction Plans.* The County Engineer must review construction plans AND grant written approval for all site design including, but not limited to, drainage, detention, road improvements and parking. A preconstruction meeting will also be required prior to construction. All improvements must be in accordance with the DeSoto County Zoning and Subdivision Regulations. Three sets of construction plans must be submitted to the Engineering Department at P.O. Box 389, Nesbit, MS 38651. Contact County Engineer Andy Swims at (662) 429-1347 to discuss the requirements for your application.
- Adjacent roads must be improved and/or widened (including curb and gutter and sidewalks) where they have not been provided already. An agreement or bond must be provided to cover these improvements before building permits may be issued.

### **C. Design Review Approvals**

- ☐ 6. *Design Review.* Once Engineering Department approvals for the site have been granted, review of the building(s) and landscape design (see the DeSoto County Design Standards Ordinance for specifications) must be conducted by the Planning Commission Office. A complete site plan including dimensioned parking plans; landscape plans; building elevations; and floor plans must be submitted to the Planning Commission Office with the attached application form. Written Design Review approval from the Planning Commission is required prior to obtaining Fire Marshal and Building Permit approvals.
- A letter from the necessary utility companies stating that they will service the facility with water and/or sewer is required. If central water and/or sewer are not available, Health Department approval for use of a well, septic tank or other type of system shall be required. The Health Department can be reached at (662) 429-9814.

### **D. Fire Marshal Approvals**

- ☐ 7. *Fire Code Compliance.* Once Design Review approval has been granted by the Planning Commission Office, you will be required to submit an Application for Plan Review (see copy attached) by the Fire Marshal. The DeSoto County Fire Marshal's Office requires the completion of an application form; one set of paper blueprints for the building including a site plan; one set of electronic copy of blueprints for the building including a site plan; and specification sheets for fire protection systems (fire sprinklers, fire alarm systems, etc.). Please submit the application and required materials AND receive written approval from the DeSoto County Fire Inspector(s). Please contact the DeSoto County Fire Marshal's Office at (662) 429-1382 to discuss the requirements for your application.

### **E. Building Permit Approvals**

- ☐ 8. *Building Permit Application.* Once all of the approvals listed above have been granted, please submit building plans for review AND receive written approval from the Chief Building Inspector prior to starting construction. You may apply for the building permit(s) and pay required permit fees at the Building Department in the Planning Commission Office at 365 Loshier St., Suite 200, Hernando, MS 38632. Building Permit staff can be reached at (662) 429-1303 to discuss the requirements for your permit application(s).
- Plumbers, electricians, and mechanical contractors must make their own applications and pay their fees. Also, they must be licensed and bonded to work in DeSoto County.
  - A letter from the Architect or Engineer must accompany the plans certifying they meet the adopted 2006 Editions of the International Building Code, 2006 International Plumbing Code, 2006 International Mechanical Code, 2006 Fuel Gas Code, and the 2005 National Electrical Code.



ADMINISTRATION BUILDING - 2000

**STAFF USE ONLY**

Application Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Approval Date: \_\_\_\_\_

**DESOTO COUNTY PLANNING COMMISSION OFFICE  
DESIGN REVIEW APPLICATION**

Per the DeSoto County Design Standards Ordinance (adopted February 1, 2006), Design Review is required for all non-residential development projects including new construction, additions, changes in exterior appearance, exterior alteration, or change in use (for either land, buildings, or buildings and land in combination) of/to churches, commercial, industrial, parking lots (whether for customer parking, sales, or temporary or long-term storage), and other non-residential uses and features including fences, signs, curb cuts, entrance ways, landscaped buffer areas, medians, and streetscaping.

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**A complete Design Review Application consists of the following information:**

1. A completed Application Form the property description and signatures of all legal property owners, or their designees, who will serve as the Primary Contact during the Design Review (see below).
2. A Set of Plans measuring not more than twenty-four (24) inches by thirty-six (36) inches, drawn to a scale as large as practical, including the following:
  - a. *Existing Conditions:*
    - i. Scale, date, north arrow, title of the project, and a vicinity map reflecting the location of the proposed project.
    - ii. The boundaries, dimensions, and total gross acreage of the subject property.
    - iii. The relationship of the project to the surrounding road system, including the widths of right-of-way and pavement for all adjacent roads.
    - iv. The location and dimensions of all existing man-made features, such as roads, utilities, and structures on both the subject site and adjacent properties, along with an indication of which features on the subject site are to be removed.
    - v. The location and dimensions of existing easements, watercourses, county drains, utilities, water and sewer lines, and other important physical features on and adjoining the project.
    - vi. The location and delineation of existing trees eight (8) inches in diameter or larger, as measured three (3) feet above the ground, and information as to which trees will be removed.
  - b. *Proposed Conditions:*
    - i. The "footprint," location, dimensions, and height of the proposed main and accessory buildings, their relation one to another and to any existing structures to remain on the site.
    - ii. The distance between all proposed buildings and structures to the adjacent property lines.
    - iii. The location of the one hundred (100) year flood plain, where applicable, and the existing or proposed finished floor elevations of all structures.
    - iv. The internal circulation pattern for both vehicular and pedestrian traffic, including the location and dimensions of all existing and proposed streets, driveways, traffic aisles, and sidewalks, as well as the location, size, and number of parking spaces within off-street parking areas, as well as the identification and dimensions of service islands, service parking, and loading zones.
    - v. Total project building floor area by the use intended for commercial and industrial projects.
    - vi. Percentage of landscaping/open space areas and percentage of impervious surface areas to the total area of the site.
    - vii. Location and dimensions of all landscape areas, open space areas, and bufferyard areas, including the location, number, type, and size of all landscaping materials.
    - viii. Size, location, materials, and orientation of all signs.
    - ix. Location, height, and type of all exterior lighting.
    - x. Location, area, and type of screening for all exterior trash collection and/or recyclables collection areas.

(over)

c. *Architectural Elevations:*

- i. Architectural drawings, drawn to scale showing all elevations of the proposed structures and other improvements as they will appear upon completion of construction.
  - ii. If the exterior of an existing structure is to be changed, both the proposed and existing elevations of such structures shall be shown.
  - iii. If an addition to an existing structure is proposed, the elevation of the existing structure shall be shown together with those of the addition.
  - iv. The elevations shall also show all superstructures and equipment above the roof, projections from the wall of the structure, mechanical units, etc.
  - v. A floor plan for all structures.
  - vi. Exterior materials to be used shall be noted in terms of type, location, texture, and color, with samples of each to be provided with the submitted plans.
  - vii. The location and type of screening for all mechanical units, utility services, and so forth.
3. A letter from the necessary utility companies stating that they will service the facility with water and sewer. If central water and sewer services are not available, you must receive Health Department approval for wells and/or use of a septic tank or other type of sewage treatment system. (Please contact the Health Department directly at 662-429-9814.)
  4. A written description of the proposed phasing of construction for the project, if applicable.

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**Property Description**

Name of Business/Use: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Zoning: \_\_\_\_\_

Number of Acres: \_\_\_\_\_ Lot Size (sq. ft.): \_\_\_\_\_

Type of Structure: \_\_\_\_\_  
(Commercial, Retail, Church, Industrial, Mixed-Use, etc.)

Building Materials: \_\_\_\_\_  
(Metal, Brick, Frame, etc.)

Size of Structure (Sq. Ft.): \_\_\_\_\_ Building Dimensions (e.g., 20' x 30'): \_\_\_\_\_

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**Primary Contact/Applicant Information**

Contact's/Applicant's Name: \_\_\_\_\_  
(Circle one: Developer/Property Owner/Architect/Contractor)

Name of Business/Use: \_\_\_\_\_

Contact's/Applicant's address: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

The information stated above and the statements contained in the materials submitted herewith are true and accurate to the best of my knowledge. I understand that this statement is null and void if any of the above information is not supplied or is inaccurate.

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**Signature of Applicant(s)**

**Date**

*For additional information, please call the Planning Commission Office at (662) 429-1303.*





Describe Heating/Air System(s):

**Section C: Plans Included with Application:**

- |  |  |
|--|--|
| <input type="checkbox"/> Site Plans            | <input type="checkbox"/> Electrical Plans                    |
| <input type="checkbox"/> Floor Plans           | <input type="checkbox"/> Floors and Roof Structural Design   |
| <input type="checkbox"/> Mechanical Plans      | <input type="checkbox"/> Electronic Copy of Plans (required) |
| <input type="checkbox"/> Fire Protection Plans | <input type="checkbox"/> Other                               |

**Section D: General Contractor, Architect/Engineer/Designer, Fire Protection Engineer, and Applicant Information**

General Contractor:

Address: City State/Zip

Architect/Engineer/Designer:

Address: City State/Zip

Fire Protection Engineer:

Address: City State/Zip

Anticipated Start Date  
of Project: \_\_\_\_\_

Anticipated Completion Date  
of Project: \_\_\_\_\_

Applicant's Company Name:

Contact Person:

Position:

Address:

City:

State:

Zip:

Office Phone:

Cell Phone:

Fax:

**FIRE PROTECTION AND OTHER SYSTEMS TO BE INSTALLED OR ALTERED**

Scope of work: \_\_\_\_\_

**I. Automatic Fire Suppression System:**

<b>Automatic Sprinkler System</b> <input type="checkbox"/> Wet <input type="checkbox"/> Dry <input type="checkbox"/> Pre-Action <input type="checkbox"/> Combo. Dry Pipe/Pre-Action <input type="checkbox"/> Anti-Freeze <input type="checkbox"/> Limited Area <input type="checkbox"/> Deluge	<b>Alternate Fire Protection Systems</b> <input type="checkbox"/> Commercial Hood <input type="checkbox"/> Spray Paint Booth <input type="checkbox"/> FM200 <input type="checkbox"/> Other _____ <b>Extinguishing Agent to be used:</b> <input type="checkbox"/> Wet Chemical <input type="checkbox"/> Dry Chemical <input type="checkbox"/> Clean Agent <input type="checkbox"/> CO2 <input type="checkbox"/> Foam <input type="checkbox"/> Halogenated <input type="checkbox"/> Other _____
<b>Standpipe System:</b> <input type="checkbox"/> Wet <input type="checkbox"/> Dry	

**II. Fire Alarm/Detection System:**

☐ Manual    ☐ Automatic    Describe Type and Purpose: \_\_\_\_\_  
\_\_\_\_\_

**III. Water Supply**

☐ Fire Pump (☐ Electric/☐ Other Fuel Type-List \_\_\_\_\_)    ☐ Back Flow Prev.  
☐ Tank Storage    ☐ Well    ☐ Private Fire Hydrant (Location \_\_\_\_\_)  
☐ Other Hydrant Locations in Area \_\_\_\_\_

**IV. Other System Type NOT Listed Above:**


**Make/Model No. of System(s) to be installed as indicated in Section I-IV above:**


**FOR OFFICE USE ONLY:**

**FIRE PREVENTION APPROVAL**

☐ Please see following pages for Plan Review Comments and Contingencies from Original Plan Review

**PLANS APPROVED BY:** \_\_\_\_\_

**DATE:** \_\_\_\_\_ **UNIT NUMBER** \_\_\_\_\_



Start: Depart on W. Loshier Street (East)

1. Keep Straight onto SR-304 (W. Loshier Street)
2. Turn Left (North) onto US-51
3. Keep straight on US-51 to Star Landing Road
4. Turn left (West) on Star Landing Road
5. Turn left (North) on Gwynn Road
6. Keep straight on Gwynn Road to: DeSoto County Road Management, 2373  
Gwynn Road, Nesbit, MS 38651

DeSoto County Road Management/Department of Engineering

Andy Swims – Engineer  
 Scott Young – Assistant Engineer  
 (662) 429-1347